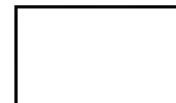
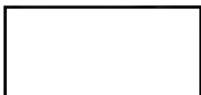


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REPORT FOR FY 1954 UNDER
THE PRESIDENT'S MANAGEMENT
IMPROVEMENT PROGRAM

1. AUTHORITY. Bureau of the Budget Circular No. A-8 Revised, dated June 29, 1951, provides that each department or agency shall submit an annual report on its management improvement program.
2. REPORTING REQUIREMENTS. The report should present (1) actions taken to solve major program and operating problems; (2) surveys and studies or organizational and procedural problems and actions taken thereunder; (3) actions leading to the conservation and utilization of manpower; (4) establishment of work-measurement and production standards; (5) elimination of duplication of effort; (6) other program, operating, or administrative improvements accomplished; and (7) a statement of major objectives of the management improvement program for FY 1955.
3. RESPONSIBILITIES.
 - a. The head of each office, staff, or division (in DD/P) should prepare a report of accomplishments under the management improvement program for his organizational element during the FY 1954 and a statement of objectives under this program for FY 1955. The report should be submitted to the Chief, Management Staff, by 13 August 1954.

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- b. The Management Staff will consolidate the reports submitted by the heads of the offices, staffs, or divisions into an agency report. The agency report will be cleared with the FR/I, DD/P, DE/A, Offices of Training, Communications, and Personnel prior to its release to the Bureau of the Budget.

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